

VACANCY ANNOUNCEMENT NUMBER: 04-28

OPEN TO: Appointment Eligible Family Members (AEFMs) – All Agencies

POSITION: Community Liaison Officer (CLO), FP-6

OPENING DATE: October 7, 2004

CLOSING DATE: October 21, 2004

WORK HOURS: Part Time; 20 hours/week

NOTE: ONLY APPOINTMENT ELIGIBLE FAMILY MEMBERS AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. AN AEFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED.

The U.S. Embassy in Baku is seeking an Eligible Family Member (EFM) for the position of Community Liaison Officer in the Management Section.

BASIC FUNCTION OF POSITION

The position is located in the Management Section, working under the general supervision of the Management Officer. The incumbent is responsible for assisting new Embassy employees and their dependents adapt to the environment and customs of Azerbaijan, including assisting dependents find suitable employment in Baku. The CLO also provides continuing morale and welfare support to the American community in Azerbaijan by providing opportunities for: visits to points of interest, attendance at cultural activities in Baku, interactions with host country authorities in fields of interest to the community, and supporting activities that foster team building and interaction among the official community. The CLO will establish and maintain contacts with local business and government authorities as required to perform the position duties and to maintain an Embassy information bank on educational, medical, social, professional, and leisure facilities available to Americans in Azerbaijan, as well as complete and submit various required reports to the Department. As an integral part of the job, the CLO publishes the biweekly embassy newsletter, The Caspian Chronicle.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact ext. 4629)

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. Completion of high school required.
2. Public contact experience is required.
3. Level 5 (Professional Translator/Interpreter or Equivalent) Speaking/Reading English is required.
4. Basic knowledge of MS Word and related Windows software programs is required.
5. Strong interpersonal skills is required, must be able to handle multiple priorities. Basic acquaintance with local environment is desired.
6. Applicants must have, or be eligible to receive, a top-secret security clearance.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
3. (If applicable to the position) Successful candidate must be able to obtain the required security clearance.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Kit A. Junge
Address: 83 Azadlig Prospecky,
Baku 1007 Baku Azerbaijan

POINT OF CONTACT

Name: Sadiyar Agayev

Telephone: 98-03-35

FAX: 98-17-42

DEFINITION

AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse or dependent who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad

CLOSING DATE FOR THIS POSITION: October 21, 2004

An Equal Opportunity Employer